

DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING

THIS IS A REPOST

Opening Date: August 16, 2017 Closing Date: August 23, 2017

PARALEGAL
Family Division, Child Support Enforcement Unit
New Castle County

Job Responsibilities and Duties: This Paralegal provides litigation support to Deputy Attorneys General in the Family Division, Child Support Enforcement Unit in New Castle County. There is a high volume workload. This Paralegal supports seven Child Support Deputy Attorneys General from daily calendar management to drafting motions, pleadings and discovery. This Paralegal maintains daily contact with court personnel in obtaining information on litigation case status and scheduling issues. This Paralegal is the primary point of contact with the DCSS case specialists. The position requires significant telephone and personal interaction with caseworkers at the client agency, Family Court personnel and the public. Incumbent must have excellent organizational abilities.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**